



Quick Reference Card

Voiding and Canceling Current-Year Warrants

Original Invoice Transaction	Action to be Performed	Transactions Needed; Perform in Sequence	
FB60 (Payment method W)	Void and Re-issue Warrant	<i>Request Warrant Cancellation via Form to DFA Office of Accounting</i>	<p>NOTE: Status of invoice will be OPEN in FBL1N after Warrant cancellation. FCH1 will indicate warrant has been voided.</p> <p>IMPORTANT: Warrant will automatically re-issue if invoice is not reversed on the same day as warrant cancellation.</p>
FB60 (Payment method W)	Cancel Warrant	<i>Request Warrant Cancellation via Form to DFA Office of Accounting</i> User performs FB08 on the same day as warrant cancellation	<p>NOTE: Status of invoice will be OPEN in FBL1N after Warrant cancellation. FCH1 will indicate warrant has been voided.</p> <p>IMPORTANT: Warrant will automatically re-issue if invoice is not reversed on the same day as the warrant cancellation.</p>
MIRO (Payment method W)	Void and Re-issue Warrant	<i>Request Warrant Cancellation via Form to DFA Office of Accounting</i>	<p>NOTE: Status of invoice will be OPEN in FBL1N after warrant cancellation. FCH1 will indicate warrant has been voided.</p> <p>IMPORTANT: Warrant will automatically re-issue if invoice is not reversed on the same day as warrant cancellation.</p>
MIRO (Payment method W)	Cancel Warrant	<i>Request Warrant Cancellation via Form to DFA Office of Accounting</i> User performs MR8M & F-44 on the same day as warrant cancellation	<p>NOTE: Status of invoice will be OPEN in FBL1N after Warrant cancellation. FCH1 will indicate warrant has been voided.</p> <p>IMPORTANT: Warrant will automatically re-issue if invoice is not reversed on the same day as warrant cancellation.</p>